

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 261-7083  
**Phone #:** (608) 266-2112

**Ship To:** 1400 E. Washington Avenue  
Madison, WI 53703  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING**

### **INSTRUCTIONS FOR APPLICATION BY RECIPROCITY FOR OUT-OF-STATE COUNSELORS, SUPERVISORS AND PREVENTION SPECIALISTS**

#### **Reciprocal Applicants:**

A certification may be granted by reciprocity if an applicant holds a credential from a state whose requirements are substantially similar to a Clinical Substance Abuse Counselor, Independent Clinical Supervisor, or Prevention Specialist issued by another state or territory that is a member of the International Certification and Reciprocity Consortium (ICRC).

Applicants will be required to take the Wisconsin statutes and rules exam. If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin. Eligibility will not be determined until receipt of a completed application, appropriate fee and other requirements.

#### **National ICRC Examinations:** (required of all eligible applicants)

Applicants must apply for the Wisconsin credential and have completed all requirements including the ICRC examination with a passing score. To request a reciprocity application and ICRC credential report to be forwarded directly to Wisconsin, contact ICRC at (717) 540-4457 or by writing to: ICRC, c/o PCB, 298 S. Progress Avenue, Harrisburg, PA 17109.

#### **Wisconsin Statutes And Rules Examination:**

All applicants are required to pass an online open book examination on the Wisconsin Statutes and Rules relating to the practice as a substance abuse counselor. If you have passed this examination within the last five (5) years, you do not need to retake this examination.

An applicant must first apply for a credential and pay the fee. An ID and password will be provided at that time. The Wisconsin Statutes and Administrative Rules (Codebook) can be obtained from the Department internet site at <http://dsps.wi.gov>. You will need the most current edition. This contains information needed to answer the exam questions. This is available online or through Document Sales.

**To view the status of your application, go to the Department website at**  
<http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR RECIPROCITY FOR OUT-OF-STATE COUNSELORS, SUPERVISORS AND PREVENTION SPECIALISTS

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

**PLEASE TYPE OR PRINT IN INK**

☐ Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

**Last Name**

**First Name**

**MI**

**Former / Maiden Name(s)**

**Address** (street, city, state, zip)

**Daytime Telephone Number**

**Mailing Address** (if different)

**Date of Birth**

**Social Security #**

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Ethnicity/gender status information is optional.

**Ethnicity:**

☐ White, not of Hispanic origin

☐ American Indian or Alaskan

☐ Hispanic

☐ Black, not of Hispanic origin

☐ Asian or Pacific Islander

☐ Other

**Sex:**

☐ M ☐ F

**Email Address**

**Have you ever held a license/credential in Wisconsin?**

☐ Yes ☐ No

If yes, list your credential number:

**You must choose one of the following professions you are apply for:**

☐ CSAC (Clinical Substance Abuse Counselor) ☐ ICS (Independent Clinical Supervisor) ☐ PS (Prevention Specialist)

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.

☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)

☐ **ICRC Reciprocity** (Individuals who hold a credential in another state or jurisdiction which is in the reciprocity agreement.)

\$107.00 Reciprocal Initial Credential Fee

~~\$ 75.00~~ Wisconsin Statute and Rule Exam Fee

**\$182.00 Total Fee Attached**

☐ **Conviction and Pending Charges Additional Fee** (This fee only applies if (Form #2252) is applicable.)

**\$ 8.00 CIB Credential Fee**

**For Receipting Use Only (132/135/137)**

# Wisconsin Department of Safety and Professional Services

## APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Application (**Form #2786**) and appropriate fee
- Letters from all State Boards where licensed, active and inactive
- Wisconsin Statutes and Rules Examination
- A completed International Certification and Reciprocity Consortium (ICRC) reciprocity application and ICRC credential verification report. This report must come directly from ICRC.
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

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**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under “License, Permits, and Registrations” and select “Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses” for eligibility requirements.

**If you qualify, are you requesting a waiver of your initial credentialing fee?** ☐ Yes ☐ No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

**If you qualify, are you requesting equivalency of your Military Training and experience?** ☐ Yes ☐ No

If Yes, complete and return the Veteran Request Application Addendum (**Form #2996**). This form must be included with this application.

**If you qualify, are you requesting Temporary Spousal Reciprocal License?** ☐ Yes ☐ No

If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (**Form #2982**).

**You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.**

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**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select the “Professional Credential Renewal Information.”

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**I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S):** (include all active and inactive states)

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For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Department of Safety and Professional Services. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

# Wisconsin Department of Safety and Professional Services

## ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

1.	Have you ever surrendered, resigned, canceled, or been denied a professional license, certification, registration or other credential in Wisconsin, or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have any suits or claims ever been filed against you as a result of professional services? <b>If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition and complete Malpractice Suits or Claims (Form #2829).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b> <div style="border: 1px solid black; height: 20px; width: 680px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b> <div style="border: 1px solid black; height: 20px; width: 680px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is there anything that will prevent you from performing the essential tasks of this profession as generally understood in the profession and as defined in Wisconsin Statutes? <b>If yes, give details on an attached sheet.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you ever been involuntarily terminated from any behavioral health or related employment for unprofessional conduct? <b>If yes, give details on an attached sheet.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

### CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

### AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:  Date:  /  /

#2786 (Rev. 12/15)

Ch. 440. Stats.